



Our Mission: To provide quality, affordable, child care services for working families

JOB DESCRIPTION

Job Title: Family Development Coordinator	Department: Child Care Program
Reports to: Center Director	
FLSA: Non-Exempt	Last Update: 2/29/2016

Position Summary:

The Family Development Coordinator (FDC) serves the families enrolled at Connmigo Early Education Center as well as parents from the Des Moines community in search of services or supports for their family. The FDC works cooperatively with the Director of Connmigo to support all the Performance Measures assigned to “HER Director Support and Family Development Coordinator Support”

Essential Position Accountabilities:

Compliance with: Parent engagement in Educational success-Funded Program Performance Measures

- Assist families with enrollment in the center.
- Assist parents to navigate through DHS Child Care Assistance funding and other funding sources.
- Provides educational programs and events for the parents of children enrolled at Connmigo Early Education Center.
- Is responsible for developing three different types of opportunities for parents to gain parenting skills and activities that teach the parent how to support their child's learning.
- Provide informational classes, including guest speakers to provide valuable information for the community we serve.
- Provides access to additional services and support in the community for basic needs through referrals, appointments, or assisting parents with completing forms.
- Compile statistics for parent engagement including but not limited to the number of parents who participate in a parent education program, percentage of referrals, and engagement in literacy activities.
- Provide comprehensive case management services (including family support, health education, and child development services) to parents/guardians of infants/toddlers/children through five years of age and their families participating in Connmigo Early Education Center or other members of the community as needed. Provide information, health education, support, resources and referrals to participants to

address family needs; parenting and self-advocacy skills; optimize child health; promote child growth and development; and help families to progress toward identified goals.

- Coordinates center literacy activities on a monthly basis
- Assure that annual physicals, immunization cards and contact forms are current and on file for each child
- Participate in professional development training and staff meetings
- Ensure accurate and timely communication of Accident/Incident Reports to parents and director
- Distribution of donations to families in need and responsible for determining the qualifiers for the neediest families
- Assist the Director in developing reports of demographic data as required by UWCI for submitting semi-annual reports for the FDC position
- Opportunity to serve on volunteer committees that serve the families and the community
- Trained in food program procedures and administration as she helps parents complete the applications and this is the point where we collect demographic data
- Responsible for compliance and enforcement of center policies and procedures at all times
- Serves as the Communication Liaison for any Allergy Emergency Action Plan

Competencies:

- -Communicate clearly and concisely verbally and written
- -Maintain confidentiality of HER clients and staff
- -Fulfill all responsibilities as a mandatory reporter
- -Ability to solve practical problems
- -Maintain good attendance and practice punctuality at all times
- -Ability to work outdoors
- -Ability to handle medium noise level
- -Ability to lift up to 50 lbs.
- -2/3 of job will require active movement such as walking, standing, and bending
- -1/3 will require sitting

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- -BA in Early Childhood Education, human services or related field is preferred but not required
- -Working knowledge of spoken and written Spanish is required
- -Experience working with diverse populations is required
- -Working knowledge of the Latino/Hispanic population and culture
- -Experience in working in a childcare, preschool or early childhood setting
- -Basic knowledge of the computer programs such as Microsoft Word and Excel
- -Working knowledge of DHS Child Care Assistance Funding and PS Empowerment Funding sources preferred but training is available

- -Experience working with multiple agencies to coordinate services
- -Valid Iowa Driver's License and current auto insurance

Certificates, Licenses, Registrations

Certifications in CPR, First Aid, and Universal Precautions and Mandatory Reporting are required within the first 3 months of employment. Hispanic Educational Resources assumes the cost of these certifications. A background check and Fingerprint check must come back clear before any offer of employment can be made.

*Cover director duties when director is not in the building

Yvonne Espinel
Family Development Coordinator